

2011

PLAN GUIDE FOR FOOD SERVICE PLAN REVIEW

Public Health – Seattle & King County
Environmental Health Division
Food & Facilities Section
401 – 5TH Avenue, 11th Floor, Seattle, WA 98104



This guide is to help you through the food service plan review process. Complete the check list on the next page to assure that you have all of the necessary information. If you have any questions, please call the plans examiner for your area. Plans examiners take calls **between 8-10am**. If they are not available, please leave a voice message and they will return your call.

For City of Seattle:

Sid Forman, at 206-263-8531 or 206-296-4632

Pat Murphy, at 206-263-8484 or 206-296-4632



For Unincorporated East King County, North & Eastside Suburban Cities:

Mike Bratcher, at 206-296-9741

For Unincorporated South King County, South King County Suburban Cities:

Diane Agasid, at 206-296-9750



BE SURE PLANS ARE OF PROFESSIONAL QUALITY (TO SCALE AND IN DETAIL).

INCLUDE THE PLAN REVIEW FEE

The Plan Review Fee is not refundable



“THE HEALTH DEPARTMENT REQUIRES 2 SETS”

The building department for Unincorporated King County (DDES) requires **4** sets.
Incorporated cities vary with the number they need. Check with the local building department.
PROVIDE THE CORRECT NUMBER OF PLANS SETS

CHECKLIST FOR A FOOD SERVICE ESTABLISHMENT

A GUIDELINE FOR THE BASIC REQUIREMENTS OF A FOOD SERVICE ESTABLISHMENT

Provide information on the following items:

1. Cover Sheet

___ Assure your plan packet is complete to avoid delays or your plans may not be accepted.

2. Plan Review Application

___ Name of food service establishment and address
___ Contact person or agent and phone number and address
___ Ownership information (owner/manager)
___ Site plan showing building in relation to streets, sidewalks, and parking

3. Menu

___ List all food and beverages to be served
___ Document food preparation procedures and style of service
___ Anticipated maximum meals per day

4. Equipment Floor Plan (Elevations of equipment sections may be required)

___ Make and model of all refrigeration and freezer units
___ Details of cooking line (fryers, stove, ovens, and grills)
___ Hot holding equipment
___ Work station details (cutting blocks, tables, etc.)
___ Shelving for adequate storage space
___ Self-service areas with sneeze guards (buffet line, salad bars, etc.)
___ Equipment certified by the American National Standards Institute (ANSI) complies with food safety sanitation standards. Other equipment meeting food safety standards may also be allowed.

5. Seating

___ Total number of seats (inside, outside, bars, lounges, banquet rooms, etc.)
___ Square footage of the entire space (include kitchen, restrooms, storage areas, outdoor seating areas, etc.)

6. Finish Schedule

___ Floors, walls, ceiling details
___ All surfaces must be smooth, durable and easily cleanable

7. Sinks

___ Handwashing sinks
___ Prep sink
___ 3-compartment sink is required. A commercial dishwashing machine may also be added
___ Mop sink
___ Dipperwell (if bulk ice cream) (optional)

8. Restrooms

___ Distance to restrooms
___ Public
___ Employee

You must state on plans → *“Public Health - Seattle & King County inspection required on completion of work prior to opening”*.

You must state on plans → *“NO CHANGES WILL BE MADE WITHOUT HEALTH DEPARTMENT APPROVAL”*.

For questions on grease trap requirements in Seattle or King County, please call 206-296-4632 and ask for a plumbing inspector. All plumbing work must be done by a commercial plumber under a plumbing permit from the appropriate jurisdiction.

GENERAL INFORMATION

Whenever you remodel or start a new food service operation, there is a 2-part “plan review” process you must go through with the health department. The first step must be completed before construction begins. The second step must be completed before you can open for business.

SUBMITTAL:

Seattle, King County and all Incorporated Suburban Cities - Two (2) sets of professional quality plans (drawn to scale) must be submitted directly to Public Health – Seattle & King County, at the Downtown Environmental Health Office located at 401 Fifth Avenue, Suite 1100, Seattle, WA 98104. Refer to the “Checklist for Food Service” on page 2 for expected content. The “Coversheet” must be on top of the plan packet.

Unincorporated King County – You have the option of submitting plans to DDES (Department of Development & Environmental Services), located at 900 Oaksdale Ave. SW, Renton, WA 98057. DDES will require **four (4)** sets of plans. They will route plans to Public Health – Seattle & King County for review. DDES will include the health review fees in their billing to you.

Be advised that some jurisdictions may not accept or approve plans until drawings have been stamped approved by Public Health – Seattle & King County.

FEES FOR SERVICES:

The plan review fee for **new construction** or tenant improvement (conversion of an existing space to a food service establishment) is a 4-hour base fee, or **\$764.00**, plus \$191/hour for any time spent after 4 hours. This includes the pre-opening inspection and travel time.

For establishments proposing a **remodel**, the plan review fee is a 3-hour base fee, or **\$573.00**, plus \$191/hr after 3 hours. This includes the pre-opening inspection and travel time.

In a large facility with **multiple** food service operations (hotel, grocery, etc.), each operation requires a separate plan review (and eventually, a separate permit). The fee is a 3-hour base fee, or **\$573.00**, plus \$191/hr after 3 hours for each operation. This includes the pre-opening inspection and travel time.

If plans are disapproved and returned for changes, a **resubmittal** fee is required for the re-examination of plans at an hourly rate of **\$191.00 per hour**.

The plan review fee is not refundable. If construction has begun before the plan review is approved, the food service operations owner will be charged a penalty fee of one-half the plan review fee.

NEXT STEPS:

Upon receipt of complete plan review packets, the plans are placed in a queue on a “first come, first serve” basis. The health department does not provide any “rush” plan reviews whatsoever. When the plans reach the top of the queue, a plans examiner will review the plans for all items in the checklist, such as type of menu, sinks, food equipment, and types of floor/wall/ceiling coverings.

A letter stating “plans are approved”, or an email or letter outlining “corrections needed”, will be sent after the plans are reviewed. If you receive a correction letter or email, the sooner you provide the revisions or information needed, the sooner the plans examiner can re-examine your plans.

You may also receive a bill for any time spent beyond the base fee. The fee must be paid before any additional work is performed by the health department.

After you receive your plan approval, you must pick up your approved and stamped plans within one (1) month. Failure to do so may result in plans being discarded and going through the plan review process again.

Approved plans are good for two (2) years from the date of approval.

PRE-OPERATIONAL INSPECTION:

Once the building permit has been issued, construction can begin. As you near completion but before you can open for business, you must have a pre-opening inspection. The pre-opening inspection is to verify that the facility was constructed according to the approved plans. There are two additional requirements to complete before calling to make an appointment for the pre-operational inspection:

- A. Purchase an operating permit.
- B. Obtain final approval of building and plumbing permits by local agencies.

Please be aware to ***plan ahead*** to schedule a pre-operational inspection. Call the plan reviewer at least **one week** before you wish to open. There is a penalty for beginning to operate without approval. The penalty for opening without approval is one-half the annual permit fee. Also, if you do not pass the pre-opening inspection, the **fee for a return pre-opening inspection is \$382.00** (for two (2) hours of activity and travel time), plus \$191 per hour.

Remodel projects also require a pre-opening inspection before you can start using the newly remodeled space. An operating permit may be already on-site, but if not, you will need to purchase a permit before the pre-opening inspection. All plumbing work must be done by a commercial plumber and the plumbing permit must have final plumbing approval. A building permit, if required, also needs final sign-off.

You may also receive a bill for any time spent beyond the base fee. All outstanding fees must be paid as soon as possible and before your permit is mailed to you. Failure to pay outstanding fees from the entire plan review process within two (2) weeks may result in suspension of your operation.

PLAN DETAILS

1. Sinks

- A. 3-compartment sink, with a space for soiled utensils ahead of the first compartment and a space for the clean utensils after the 3rd compartment is required. If a commercial dishwasher is also provided, dishes and utensils must be scraped and, if necessary, pre-flushed. The size of the compartments of the 3-compartment sink and any added dishwasher must be large enough to accommodate the largest utensil/equipment used in the establishment. Provide make and model of the dishwasher.
- B. Handsinks (or handwashing sinks) are required in all food preparation and warewashing areas. Handsinks must remain accessible and conveniently located to in all areas where food is handled and prepared. This may require more than one handsink per food service. Handsinks must be equipped with mixing faucets, handsoap and paper towels.
- C. Minimum hot water temperature allowed at all handsinks is 100°F at the tap through a mixing valve. Ideally, the hot water should be 100-120 °F.
- D. Sufficient food preparation sinks may be required if raw fruits and vegetables are washed or if meats are thawed. The food preparation sink must have an indirect waste drain line.
- E. Food establishments serviced by the City of Seattle's Drainage and Waste Utility are required to install a grease-capturing device. If the device of choice is an "Interceptor" it should be sized according to the Uniform Plumbing Code Appendix "H". Please call 206-296-4632 for additional information. Other jurisdictions may have similar requirements so check with your local jurisdiction.
- F. A service sink (or mop sink or janitorial sink) is required.
- G. A running water dipper well for bulk ice cream service (optional).
- H. The owner of bars and taverns shall provide a sink compartment for disposing of liquid waste in addition to sinks necessary for washing cleaning and sanitizing.
- I. Indicate floor drains in all areas where floors are subject to wetting.
- J. Water heater large enough to meet the peak hot water needs of the facility.

2. Restrooms

- A. Employee restrooms are required. Public restrooms are required with any on-premise consumption of food and beverages. Public restrooms must be conveniently located and available during all hours of operation. Patrons cannot go through any food preparation areas or unpackaged food storage areas to reach the restrooms, as patrons must not interfere with any part of the food service operation. Employees may use the same restrooms provided to the public provided they are located within 200 feet. Local building jurisdictions have authority over restroom requirements. Minimum fixture requirements are located in Chapter 29, table 29A, of the building code (this chapter is used as a replacement for chapter 29 of the IBC).

- B. Use of an on-site sewage (septic) system is permitted (under Title 13 Rules and Regulations No. 3 – “King County Sewage Regulations,” revised September 2008) as long as the discharge of organic fats and oils meets guidelines. Please contact the Black River District Public Health Office at 206-296-4932.

3. Equipment

- A. Provide adequate refrigeration and freezer units (walk-in coolers, reach-in refrigerators, sandwich prep refrigerators, refrigerated display cases, freezers, etc.). Make and model of all refrigeration units (catalogue cuts) must be included.
- B. Provide details of all cooking line equipment (deep fryer, stoves, grills, ovens, woks, steamers, etc.).
- C. Provide location of equipment in food service areas (steam tables, soup pots, refrigerated display cases, etc.).
- D. Detail work areas (worktables, stationary cutting blocks, counter, etc.).
- E. Show storage areas and cabinetry. Food storage must be six (6) inches off the floor.
- F. Indicate self-service areas with sneeze guards (buffet lines, salad bars, self-service condiments, self-service beverage, etc.).

4. Finishes

- A. Specify the finish of the floors, walls and ceilings in all areas. Floors, walls and ceilings must be smooth, durable and easily cleanable.
- B. Floor wall junctions must have a coved base.
- C. All wood surfaces (doors, trim, shelves, cabinets, etc.) must be sealed.
- D. No exposed plumbing or wiring.
- E. All equipment and cabinetry must be flush mounted (or smooth and sealed) to counters, walls or floors, or be raised/located to allow for cleaning.

5. Ventilation

- A. Show mechanical exhaust ventilation systems. Contact the local building department for specifications.

6. Miscellaneous

- A. All light fixtures must be shielded.
- B. Show employee locker areas or employee dressing rooms.

RESOURCES

The following resources are health department and building/plumbing contacts:

Downtown Environmental Health Office (submit plans here)	401 – 5 th Ave, 11 th Floor Seattle, WA 98104 http://www.kingcounty.gov/healthservices/health/ehs/foodsafety/FoodBusiness.aspx	206-296-4632
Plumbing Permits – for both Seattle & King County	401 - 5 th Avenue, 11 th Floor Seattle, WA 98104 ~or~ Black River District Health Office 900 Oaksdale Ave. SW Renton, WA 98057	206-296-4632 206-296-4932
DPD (Seattle building)	700 5 th Avenue, 19-22 nd Fl. http://seattle.gov/dpd/	206-684-8850
DDES (county building)	900 Oaksdale Ave. SW Renton, WA 98057 http://www.kingcounty.gov/property/permits.aspx	206-296-6600

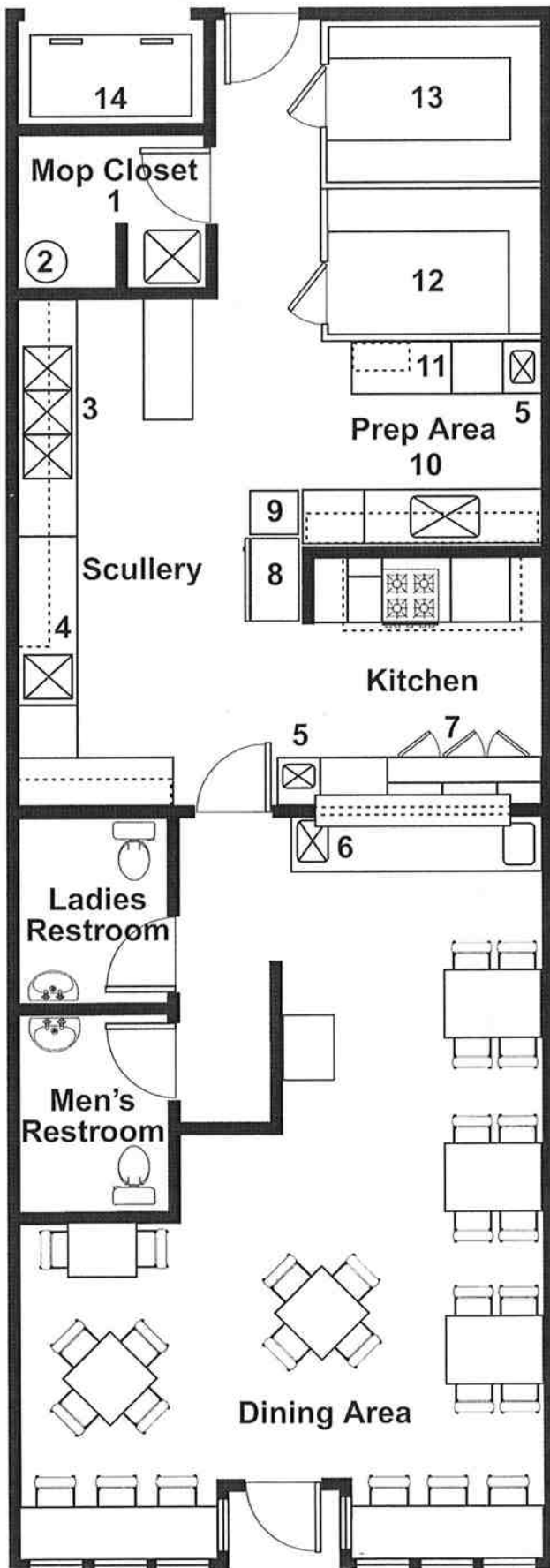
Please see the attached drawing for a typical plan example.

You must apply for a Public Health - Seattle & King County operating permit before you open for business. The completed permit application and fee must be received before opening or an additional half permit fee will be charged as a penalty.

THIS IS A GUIDELINE TO THE BASIC REQUIREMENTS OF A FOOD SERVICE ESTABLISHMENT. ACTUAL REQUIREMENTS ARE DETAILED IN THE SEATTLE KING COUNTY FOOD CODE. IF YOU DESIRE A COPY OF THE FOOD CODE, PLEASE CONTACT YOUR INSPECTOR or look on-line at

<http://www.kingcounty.gov/healthservices/health/BOH/code.aspx>, specifically Title 5, **and** <http://www.doh.wa.gov/ehp/food/rule.html>.

Refuse Area



EQUIPMENT SCHEDULE

- 1 Mop Sink
- 2 Hot Water Heater
- 3 3 Compartment Pot and Pan Wash Sink
- 4 Dishwasher with Pre-Rinse Sink
- 5 Hand Sink
- 6 Water Fill Station
- 7 Sandwich Preparation Refrigerator
- 8 Reach-in Refrigerator
- 9 Ice Machine
- 10 Food Preparation Sink
- 11 Work Counter with Slicer
- 12 Walk-in Refrigerator
- 13 Walk-in Freezer
- 14 Garbage Area

FINISH SCHEDULE

Floor

Kitchen	Vinyl Comp Tile with Base Coving
Restroom	Vinyl Comp Tile with Base Coving
Dining	Low Fill Carpet
Garbage	Sealed Concrete

Wall

Kitchen	Gypsum Board
Cook Line	Stainless Steel
Dishwash	Gypsum Green Board with FRP* BD**
Restroom	Gypsum Board with FRP* BD**
Dining	Gypsum Board with Enamel Paint

Ceiling

Kitchen	Gypsum Board with Enamel Paint
Dining	Suspended with Acoustical Tile
Restroom	Suspended with Acoustical Tile

* FRP - Fiber Reinforced Plastic

** BD - Board

This plan meant to illustrate health requirements only